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ABSTRACT

This report provides a descriptive overview of nonteaching employees in higher education institutions. The data for the report comes from the 1993 Fall Staff Survey of the Integrated Postsecondary Education Data System (IPEDS) produced by the National Center for Education Statistics. The nonteaching staff at higher education institutions includes research and instructional assistants; clerks and secretaries; executives and administrators; other professionals; service and maintenance personnel; skilled crafts; and technical and paraprofessional personnel. The report notes that women comprise the majority of nonfaculty employees, and dominate in three categories: clerks/administrative, other professionals, technical and paraprofessional personnel. The report also notes that different racial/ethnic groups are not evenly distributed among occupational categories. Whites represent 78 percent of the total employees, but 85 percent of faculty members and 86 percent of executives and administrators. Blacks represent 11 percent of the total employees, but 15 percent of the clerks and secretaries and 15 percent of the technical and paraprofessional personnel. (MDM)

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Characteristics of College and University Staff

Introduction

This report provides a descriptive overview of non-teaching employees in higher education institutions. This often overlooked cadre of employees outnumbers the teaching faculty in all types of institutions. The non-teaching staff is assigned to six occupational categories:

Research and instructional assistants;
Clerical and secretarial;
Executive, administrative, or managerial;
Other professionals;
Service and maintenance;
Skilled crafts; and
Technical and paraprofessionals.

Most of the occupational categories are self-evident, but a few may need clarification. All research and instructional assistants are students whom the institution employs. "Other professionals" include all persons employed to provide academic support and who would need a baccalaureate degree to qualify. Technical and paraprofessional employees have special skills, but the jobs do not require a baccalaureate degree. Examples include computer programmers, vocational nurses, and technicians of various types.

The data for this report comes from the 1993 Fall Staff Survey that is part of the Integrated Postsecondary Education Data System (IPEDS) produced by the U.S. Department of Education, National Center for Education Statistics. Information on the number of faculty, expressed as full-time equivalent (FTE), is included for comparison. These data are collected from all postsecondary institutions that participate in Title IV student aid programs.

Overview

Table 1 shows the distribution of employees by occupation categories. In 1993, higher education employed 2.5 million employees. This figure does not include college work-study students or contract employees. It does include the 200,000 teaching and research assistants. Faculty members are the largest group of employees, but comprise only 35 percent of the total workers in higher education. The largest groups of non-teaching staff are clerical/secretarial (17 percent of the total) and other professionals (16 percent).

Table 2 compares the distribution of employees by occupation between public and private institutions. The biggest difference is the more extensive use of research and teaching assistants by public institutions and the higher share of executive, administrative and managerial employees in private institutions.

Table 3 examines gender differences. Non-teaching staff represents a higher proportion of females and minority employees than in the faculty. In fact, women comprise the majority of non-teaching employees in higher education. Although women represent over half the employees, they only dominate in three occupational categories: clerical/administration, other professionals, and technical/paraprofessional. As reported later, these are the three occupational categories

with the highest proportion working part-time. Men represent the majority of employees among the faculty, research/teaching assistants, executive/administration/management, service/maintenance and skilled crafts.

Employees from different ethnic/racial groups are not evenly distributed among occupational categories. Whites represent 78 percent of the total employees, but 85 percent of the faculty members and 86 percent of the exec/admin/management occupations. Blacks represent 11 percent of the total employees, but 15 percent of the clerical/secretarial and 15 percent of the technical/paraprofessional occupations.

Nonresident aliens are only 1 percent of the total employees, but 19 percent of the research/teaching assistants. Asian/Pacific Islanders also represent a high proportion of the research/teaching assistants, but have few representatives in the skilled craft category. If teaching and research assistants are receiving the final training to be the best educated minds of the future, we are not providing the opportunity evenly to all groups in the society.

Table 4 makes it evident that less than 0.5 percent of the employees are American Indian or Alaskan Native.

Part-time Employment

Table 5 is limited to staff members in public institutions. Non-teaching staff in public community colleges are more likely to work part-time than

Table 1

NUMBER OF EMPLOYEES IN HIGHER EDUCATION

Occupation	Number of employees	Percent
FTE faculty	882,657	35%
Research/teaching assistants	198,235	8%
Clerical/secretarial	418,308	17%
Exec/admin/managerial	135,161	5%
Other professional	402,643	16%
Service/maintenance	221,260	9%
Skilled crafts	62,440	3%
Technical/paraprofessionals	173,619	7%
Total	**2,494,322**	**100%**

Table 2

COMPARISON BETWEEN DISTRIBUTION OF EMPLOYEES BY OCCUPATION IN PUBLIC AND PRIVATE INSTITUTIONS

Occupation	Public	Private
FTE faculty	36%	34%
Research/teaching assistants	10%	4%
Clerical/secretarial	16%	19%
Exec/admin/managerial	4%	8%
Other professional	16%	17%
Service/maintenance	8%	10%
Skilled crafts	3%	2%
Technical/paraprofessionals	7%	6%
Total	**100%**	**100%**

Table 3

DISTRIBUTION OF EMPLOYEES BY JOB CATEGORY AND GENDER

Occupation	Men	Women	Total
FTE faculty	61%	39%	100%
Research/teaching assistants	59%	41%	100%
Clerical/secretarial	12%	88%	100%
Exec/admin/managerial	58%	42%	100%
Other professional	40%	60%	100%
Service/maintenance	61%	39%	100%
Skilled crafts	94%	6%	100%
Technical/paraprofessionals	40%	60%	100%
Total	**48%**	**52%**	**100%**

Table 4

DISTRIBUTION OF EMPLOYEES BY OCCUPATIONAL CATEGORY AND RACE AND ETHNICITY

Occupation	Amer. Indian	Asian/PI	Black	Hisp.	White	Non-resid. alien	Do not know	TOTAL
FTE faculty	0	4	5	2	85	2	2	100%
Res./teach. ass't.	0	7	4	3	65	19	3	100%
Clerical/sec.	1	3	15	6	75	0	0	100%
Exec/admin/mgmt.	1	2	9	2	86	0	0	100%
Other professional	0	4	9	3	80	3	0	100%
Service/maint.	0	4	9	3	80	3	0	100%
Skilled craft	1	1	11	5	81	0	0	100%
Technical/parapro.	1	4	15	5	73	1	1	100%
Total	**0**	**4**	**11**	**4**	**78**	**3**	**1**	**100%**

Table 5

PERCENT OF STAFF IN PUBLIC COLLEGES AND UNIVERSITIES WHO WORK PART-TIME, BY PRIMARY OCCUPATIONAL CATEGORY

Occupation	AA	BA	BA+	Doctoral
Clerical/secretarial	34%	23%	21%	13%
Exec/admin/managerial	7%	6%	2%	3%
Other professional	22%	16%	17%	15%
Service/maintenance	26%	13%	10%	13%
Skilled crafts	12%	2%	6%	3%
Technical/paraprofessionals	39%	36%	18%	19%

Note: All research and teaching assistants are part-time.

Table 6

PERCENT OF STAFF IN PRIVATE COLLEGES AND UNIVERSITIES WHO WORK PART-TIME, BY PRIMARY OCCUPATIONAL CATEGORY

Occupation	AA	BA	BA+	Doctoral
Clerical/secretarial	30%	24%	24%	18%
Exec/admin/managerial	3%	4%	5%	4%
Other professional	20%	22%	20%	14%
Service/maintenance	25%	23%	22%	21%
Skilled crafts	9%	6%	6%	5%
Technical/paraprofessionals	39%	26%	26%	15%

Note: All research and teaching assistants are part-time.

those in 4-year colleges and universities. They are also more likely to use part-time workers in every category than any type of private institution.

In three out of four public institution types, technical/paraprofessional staffs are more likely to work part-time than employees in any other occupational category. Clerical/secretarial staff follows closely in the percent working part-time. They ranked second in three institutional types and first in the other. These three occupational categories have the highest proportion of female employees. Administrators and skilled craftsmen are least likely to work part-time.

Table 6 presents information on the use of part-time employees in different types of private colleges and universities. The most noticeable difference is the greater use of part-time service and maintenance workers in private institutions compared with public institutions.

Conclusion and Summary

Colleges and universities employ 2.5 million persons. This is a conservative number because it does not include contract employees or college work-study students. Nearly two-thirds of these employees are not regular faculty members. Nearly two people work outside the classroom for every one who teaches.

Analysis of the data suggests that employment by occupation in higher education institutions is allocated differently between men and women and among ethnic/racial groups. Whites have a higher likelihood of working as a faculty member or as an administrative executive than black or Hispanic employees who are more likely to be in clerical or secretarial positions. Women comprise the majority of employees in colleges and universities, but their numbers dominate in only three occupations: clerical/administration, other professional, and technical/paraprofessional.

The non-teaching occupational categories dominated by women, Hispanic and black employees are also those with a higher share of part-time employees compared with the occupations in which white employees have the highest share. As noted in other reports, faculty members are more likely to work part-time than any other group of regular employees and all research and teaching assistants are part-time.

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